



### *Gain the employment advantage!*

From start to finish, Missouri Job Center staff actively work with you to identify career goals, and discover and improve job-related skill sets using [jobs.mo.gov](http://jobs.mo.gov), Missouri's workforce system website.

They will also help you complete an effective résumé and job match on MoJobs.

## NO COST EMPLOYMENT ASSISTANCE

### » Job Matching Assistance

Entry level to advanced, our comprehensive job listings cover all occupations across all industries and all regions throughout the state. Search job openings online on your own, or work with staff at the Job Center to find a job that's right for you.

### » Access to Job Search Tools

From computers and printers to scanners, copiers, fax machines and phones...we've got you covered. Assistive technology is available, including: WindowEyes screen reader, ZoomText screen enlarger, CCTV, and adjustable tables for individuals with accommodation needs. TTY service and Ubiduo™ devices are also available to assist the deaf and hard of hearing; all are available at no cost to help you search and apply for jobs.

### » Job Skills Training

Polish existing job skills or even learn new ones so you stand out to employers. Center staff can help you with tools to identify skill gaps in training and help you find the training to fill them.

### » Write a Résumé that Gets an Interview

Work with our experienced Center staff one-on-one or attend a workshop to write a résumé and cover letter that employers will notice.

### » Earn While You Learn

Gain the skills you need while earning a paycheck! A variety of short and long-term training opportunities — including apprenticeships and on-the-job training — are available. Ask your local Center for help in identifying training programs and resources that are right for you.



**Call 888-728-5627  
or visit [jobs.mo.gov](http://jobs.mo.gov)**  
**For a schedule of  
available workshops!**

**See reverse side for a list of workshops  
available statewide.**

## No Cost Missouri Job Center Workshops

### » Career Exploration

Center staff help you explore career options. Assess your knowledge, job skills, and interests to help guide your job search and career planning.

### » Career Networking

Career networking is about learning how to have "career conversations" with people for the purpose of finding a job. Center staff present different networking approaches to maximize your time spent and yield better results.

### » Résumé Preparation

Wonder what employers are looking for when they read a résumé and cover letter? In this workshop, identify and optimize your résumé to help you stand out from other job candidates.

### » Interview Process

Learn about the different types of interviews and what strategies help you showcase skills and experience in interviews. Get practical advice through research, preparation, practice, and mock interviews.

### » Basic Computer Skills

Computer basics are essential for today's jobs. Learn to use the keyboard and mouse, access the internet, become familiar with document creation, and save files. Let us also help you search MoJobs to find your next job.

### » Other Learning Opportunities Available

- » Adult Education & Literacy programs to help adults acquire basic skills to become more job-ready.
- » Budgeting and Financial Literacy programs to help you budget your money & take control of your finances.
- » High School Equivalency programs to help you earn your HiSET (GED).

### » Other Resources Available

- » Young Adult Assistance to help those ages 16-24 with internships, mentorships, and job shadowing opportunities.
- » Translation & Interpretive Services to help limited English speakers with our employment services.
- » Skills, Interest, Work Values or Personality Assessments to help you plan for a new, different or better career.



**Call 888-728-5627  
or visit [jobs.mo.gov](http://jobs.mo.gov)**  
**To Find A Job Center Near You**



For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at [jobs.mo.gov](http://jobs.mo.gov) or 1-888-728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay 7-1-1.

DWD-Centers-2 (05-2017)